

**WORKFORCE INVESTMENT
ISSUANCE PY 03-07**

Jane English, Executive Director

February 6, 2004

To: Area Operations Chiefs, ES Regional Supervisors, ES Program Supervisors, ES Staff, DVOPs, and LVERs

Subject: DVOP and LVER Reports and Travel Vouchers

1. **Purpose:** To inform all Wagner-Peyser ES Staff, DVOPs and LVERs of the procedures for submission of the DVOP and LVER reports and Travel Vouchers.
2. **General Information:** Effective January 13, 2004, all DVOPs and LVERs will send their Monthly and Quarterly reports, as well as their travel vouchers (TR-1), directly to the Veteran Program Manager, formerly the VET Tech.

As the reports are received, the Veteran Program Manager will review the reports and if a concern is noted the appropriated AOC will be notified so that appropriate action can be taken to resolve the issue.

These changes do not affect the chain of command for the DVOPs and LVERs. All other issues of the Workforce Investment Issuance PY 03-04 remain in effect.

3. **Action Required:** Please notify all appropriate staff regarding the contents of this issuance and make Pen and Ink changes to the appropriate sections of the ESD Operations Manual, Part VI, pending a change to the manual.
4. **Inquiries:** Direct any questions concerning this issuance to the Veteran Program Manager, 501-682-1544.
5. **Expiration Date:** Continuing.